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6040.1B HRM GSA Telework and Remote Work Policy

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GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

HRM 6040.1B
December 22, 2021

GSA ORDER

SUBJECT: [GSA Telework and Remote Work Policy \[PDF - 3 MB\]](#)

1. Purpose. This Order issues and transmits General Services Administration (GSA) policy governing the use of telework and remote work.
2. Background. Based on the provisions of Public Law No. 111-292, known as the Telework Enhancement Act of 2010, as amended by the Administrative Leave Act of 2016, this policy provides guidelines for implementation of telework within GSA.

3. Scope and Applicability.

a. This Order applies to all agency components and all GSA employees, with the exception of:

(1) The Office of Inspector General. The Office of Inspector General (OIG) has independent personnel authority. See Section 6 of the Inspector General Act of 1978, (5 U.S.C. App. 3), as amended (Inspector General is authorized “to select, appoint, and employ such officers and employees as may be necessary for carrying out the functions, powers, and duties of the Office of Inspector General”) and GSA Order ADM P 5450.39D GSA Delegations of Authority Manual (Delegations Manual), Chapter 2, Part 1 (“the Inspector General has independent authority to formulate policies and make determinations concerning human capital issues within the [OIG]” and GSA determinations/delegations do not limit that authority). Similarly, GSA specifically recognizes that the Inspector General has independent authority to formulate policies and make determinations concerning training, employee development, and career management; and

(2) The Civilian Board of Contract Appeals. This policy applies to the Civilian Board of Contract Appeals (CBCA) only to the extent that the CBCA determines it is consistent with the CBCA’s independent authority under the Contract Disputes Act and it does not conflict with other CBCA policies or the CBCA mission.

b. The use of telework by GSA employees not serving on an overseas tour is restricted to the United States and its territories and possessions only. It is not authorized for overseas duty.

c. This Order does not apply to contractors or their employees.

d. Supervisors and managers are required to review and comply with existing negotiated agreements when applying this policy to employees represented by a labor organization (union).

4. Cancellation. This Order cancels OHRM 6040.1A GSA Mobility and Telework Policy, dated June 29, 2018, and OHRM 6040.2 Full-time Telework Arrangements.

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